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ABSTRACT

This narrative report summarizes topics addressed at a 2-day seminar sponsored by the South Carolina State Library in cooperation with the State Office of Adult Education and the South Carolina Literacy Association, which was designed to promote coordination and cooperative long-range planning of volunteer library literacy programs in the state serving illiterate and functionally illiterate adults. Each of the following program objectives is discussed: (1) to encourage 200 people to attend the seminar; (2) to establish uniform statistics to meet future planning and service needs and program development; (3) to increase literacy activities in the next fiscal year; (4) to provide follow-up meetings in each region of the state; (5) to establish local literacy coalitions; (6) to increase the number of literacy students receiving library cards; and (7) to maintain local involvement once initial enthusiasm has subsided. A memo offering the LITMAS (Literacy Information Management System) software to organizations willing to participate as test sites is appended. (MES)

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LITERACY INITIATIVES: WORKING TOGETHER FOR A LITERATE SOUTH CAROLINA

On May 7-8, 1987, the South Carolina State Library in cooperation with the State Office of Adult Education and the South Carolina Literacy Association sponsored a two day seminar designed to promote and encourage coordination and cooperative long range planning of volunteer literacy programs serving illiterate and functionally illiterate adults and nine (9) regional follow-up meetings.

Announcements of seminar were sent to all county library systems, literacy council presidents, literacy coordinators, adult education programs, state agencies and organizations involved in literacy, and to members of the newly appointed Governor's Outreach for Literacy Development (GOLD) Committee. Those attending indicated that the seminar was useful and expressed an interest in an annual seminar.

The Governor's Executive Assistant for Education, Dr. Floride Martin delivered the address at the closing general session "Literacy, South Carolina's Problem."

Print titles and audiovisual titles were added to the State Library's collection. All of these materials are available to literacy program coordinators, volunteers, librarians and the general public through the State Library's Interlibrary Loan network (LION) through their local public library.

The purchase of LITMAS for 17 test sites enable South Carolina to establish a uniform system for collecting and maintaining records on volunteers, learners and community resources and assists the state in meeting the increasing demands for information and accountability for literacy programs.

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PART I: GENERAL INFORMATION

1. Name and address of organization receiving grant.

South Carolina State Library
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211

2. Name and telephone number of person preparing this report.

James B. Johnson, Jr.
(803) 734-8666

3. Grant Number (G008610808).

4. Grant amount and the actual amount expended. REPORT ON FEDERAL LSCA TITLE VI FUNDS ONLY.

Grant amount: $25,000.00

Actual Amount Expended: $23,763.70

PART II: NARRATIVE REPORT

Comparison of actual accomplishments with the goals and objectives set forth in the approved application. Major changes or revisions in the program with respect to approved activities, staffing, and budgeting, including unspent funds.

Project Goal: To plan and coordinate library literacy programs in cooperation with other agencies and organizations.

On May 7-8, 1987, the South Carolina State Library in cooperation with the State Office of Adult Education and the South Carolina Literacy Association sponsored a two day seminar designed to promote and encourage coordination and cooperative long range planning of volunteer literacy programs serving illiterate and functionally illiterate adults. The seminar included general sessions on:

DEVELOPING STATE LITERACY INITIATIVES (Elizabeth Laugharn, Adult Literacy Initiative, U.S. Department of Education)

LITERACY INITIATIVES IN THREE OTHER STATES

1. Patricia Gleich, Kentucky Commission on Literacy
2. John Ryan, Connecticut Coalition for Literacy
3. Carolyn Schworer, Minnesota Literacy Council
4. Joan Seamon, Illinois State Library
5. Suzannah Walker, Indiana Adult Literacy Coalition

PLANNING THE FUTURE OF LITERACY IN SOUTH CAROLINA (Mark F. Wurzbacher, Wurzbacher and Associates)

LITERACY: SOUTH CAROLINA'S PROBLEM (Dr. Floride Martin: Office of the Governor (S.C.) Division of Education)

Concurrent Sessions Dealt With:

MODERN TECHNOLOGY FOR LITERACY
Brett Bixler
Institute for the Study of Adult Literacy
Pennsylvania State University
and
Dianne Cunningham
York County Adult Education

MANAGEMENT OF VOLUNTEER LITERACY PROGRAMS: GETTING WORK DONE THROUGH VOLUNTEERS EFFICIENTLY, EFFECTIVELY, AND WITH A COMMITMENT TO EXCELLENCE
Mark F. Wurzbacher
Wurzbacher and Associates

DEVELOPING COMMUNITY BASED LITERACY PROGRAMS
Guitele Nicoleau
Literacy Specialists
Association for Community Based Education
Washington, D.C.

DEVELOPING SUPPLEMENTAL READING COLLECTIONS
Vickie Lange-Collins
Reader Development Program
Free Library of Philadelphia

FUND RAISING AND GRANT WRITING
Carolyn Schworer
Executive Director
Minnesota Literacy Council

LITERACY PROGRAMS IN BUSINESS AND INDUSTRY
Dianne Kangisser
Business Council for Effective Literacy

IDENTIFYING, MOBILIZING, AND UTILIZING RURAL COMMUNITY RESOURCES
Motivating Others and Yourself"
Dr. Willis C. Hamm, President
Professional Success Services
Facilitator:
Stephon Edwards, Director
Division of Rural Improvement
Office of the Governor
Romando James
Curriculum Specialist
Clemson Extension Service
Clemson University

Objective: To encourage 200 people to attend the seminar.

Announcements of seminar were sent to all county library systems, literacy council presidents, literacy coordinators, adult education programs, and to state agencies and organizations involved in literacy, but only 160 actually attended the seminar. Those who did attend indicated that the seminar was useful and expressed an interest in an annual seminar.

Although our objective was to have 200 people attend the seminar, the actual attendance was approximately 160. Approval was received to use funds originally budgeted for meals and overnight accommodations for: (1) the development of print and non-print collection at the State Library which is available to all literacy program coordinators and volunteers through the South Carolina State Library Network (LION) and (2) the purchase of 17 copies of "LITMUS" management software in order to establish uniform management and collection of statistics necessary for future planning to meet service needs and program development.

On May 5, just before the seminar, Governor Carroll Campbell announced the established the Governor's Outreach for Literacy Development (GOLD) Committee. This committee was asked to provide a strategic plan to address all the interwoven problems which stand between people and literacy. Committee

members, chosen to represent every segment which deals with illiteracy, were challenged to objectively examine four primary areas: current delivery systems, accountability, level of funding necessary to do the job, and public awareness. The committee prepared an eight (8) point proposal which highly recommended mandated coordination among providers of literacy services at the local and state level to avoid duplication of services and turf protection.

Invitations to the seminar were sent to each committee members, but although several sent representatives from their organizations only the Director of the State Library, Director of Adult Education, and the Director of the South Carolina Literacy Association attended in person.

The Governor's Executive Assistant for Education, Dr. Floride Martin delivered the address at the closing general session "Literacy, South Carolina's Problem."

An evaluation questionnaire was completed by each participant as to the value of the content of the workshop. The evaluations of the seminar prepared by those attending the conference were positive and gave the seminar an overall rating of 4.4 on a scale of 1 (poor) to 5 (excellent). The lowest rated part of the seminar was a 3.5 given to the concurrent session on Identifying, Mobilizing, and Utilizing Rural Community Resources.

Approximately 180 print titles and 25 audiovisual titles were added to the State Library's collection. Print titles added included such titles as Basic Skills: a guide for planning of Employee Programs, Handbook for ESL Literacy and Dyslexia or Illiteracy. Audiovisual titles include titles such as Special Reading Problems; Perspectives on the Literacy Crisis in America; Drop Everything And Read; Prison Literacy Project; Learn to Read; Anchorage Training Tapes; and Adult Literacy. All of these materials are available to literacy program coordinators, volunteers, librarians and the general public through the State Library's Interlibrary Loan network (LION) through their local public library.

Objective: To establish uniform statistics to meet future planning and service needs and program development.

This is in process. The purchase of LITMAS will enable South Carolina to establish a uniform system for collecting and maintaining records on volunteers, learners and community resources. It will assist the state in meeting the increasing demands for information and accountability for literacy programs. It also supports the goal of the South Carolina Literacy Association of establishing a student tracer system to measure program effectiveness and post-literacy demographics; and contributes to the GOLD Committee's concern for accountability of literacy programs.

Using LITMAS greatly simplifies recordkeeping. LITMAS can store 300-800 records in certain of its files. By accepting the software, users agree to provide statistical information to the South Carolina Literacy Association and the South Carolina Department of Education. During the past year, there has been some objection to providing information to one or the other.

We encountered a number of problems acquiring LITMUS once the 17 test sites were chosen. Information about LITMUS was sent to all literacy programs. 18 program expressed interest in being a test site. Priority in naming the test sites were given to (1) those who owned, had access to, or planned the immediate purchase of the required hardware and (2) the number of students served by the local program. The South Carolina Literacy Association and the South Carolina Office of Adult Education contributed to the identification of the 17 test sites.

In addition to the 17 test sites, a copy of LITMUS III (Literacy Management System) was provided to the South Carolina Literacy Association for automating the state level management of adult literacy programs.

Acquiring the actual software was difficult because LITMUS will not operate on the new generation of PFS FILE/REPORT and the old generation of PFS FILE/REPORT proved difficult to obtain. It was finally obtained from Scholastic Inc. after much discussion with various members of their staff. The

training for use of LITMUS was postponed from February to March 10. Arrangements were made for staff from Spartanburg AWARE, Inc. to provide the training. Twenty people representing fifteen literacy programs were trained.

Objective: Increase in literacy activities in next fiscal year:

It is difficult to claim direct credit for increased literacy activities, although there has been more evidence of the use of microcomputers in local programs and more work place literacy activities. Both topics were included in the seminar.

Objective: To provide follow-up meetings in each region of the state.

Regional follow-up workshops were held in August 1987 in seven districts at the following sites: Ridgeland (August 18); Columbia (August 19); Blackville (August 20); Union (August 26); Chester (August 31). Forty-two persons attended these regional follow-up workshops.

In January 1988, regional follow-up workshops were held in two additional districts at the following sites: Summerville (January 19) and Orangeburg (January 20). Twelve persons attended these workshops.

Objective: The establishment of local literacy coalitions.

Eight state agencies or organizations were contacted in planning the seminar. Some participated in the planning to a greater extent that others, Most of the planning was done by the South Carolina State Library, the South Carolina Literacy Association and the Office of Adult Education.

List of Agencies Involved in Planning
South Carolina State Library
South Carolina Office of Adult Education
South Carolina Literacy Association
Assault on Illiteracy Program (SC)
South Carolina Educational Television Network
Division of Rural Improvement Office of the Governor
South Carolina Commission on Aging
South Carolina Department of Social Services

Frequent formal and informal meetings of the South Carolina State Library, the Office of Adult Education and the South Carolina Literacy Association were held. Input from the above list of agencies was solicited and the agenda was

discussed with representatives from each. The South Carolina State Library and the South Carolina Literacy Association did most of the actual implementation of the agenda.

The two-day seminar held on May 7-8, 1987 and the follow-up regional meetings in August 1987 and January 1988, placed emphasis on coalition building. Unfortunately, there are still turf problems which will probably not be solved as long as funding for literacy is so limited and everyone is competing for these limited funds.

The GOLD Committee has recommended the establishment of an oversight group of business and industry leaders (CEO's) for the development of statewide literacy policy and clarification of roles among providers. This plus the funding requirements recommendation of coordination among providers at the local level to avoid duplication of services and turf protection should further contribute to formal coalitions at the local level.

Objective: The number of literacy students receiving library cards.

This number is not being kept currently, but will be one of the statistics for management recommended. Many local programs are strongly encouraging volunteer tutors to make trips to the library a regular activity and awarding a library card to the student a special event.

Objective: Extent of local involvement once initial enthusiasm has subsided.

The involvement of libraries in local literacy activities is very strong. Library directors and/or staff often serve on the governing boards of voluntary literacy councils. In spite of inadequate funding, turf conflict, and limited staff, the commitment to a literate South Carolina is high.

In conclusion, The South Carolina State Library met its project goal for FY 86, to plan and coordinate library literacy programs in cooperation with other agencies and organizations, by effectively using a cadre of very capable and well-received speakers at the two-day seminar to achieve this goal.

The South Carolina State Library

1500 Senate Street

P.O. Box 11469

Columbia, South Carolina 29211

PHONE 734-8666

BETTY E. CALLAHAM
DIRECTOR

MEMORANDUM

TO: Literacy Council Presidents and Literacy Coordinators

FROM: Libby P. Law Field Service Librarian

SUBJECT: LITMAS, The Literacy Information Management System

DATE: October 20, 1987

On September 20, 1987, the U.S. Department of Education approved LSCA Title VI funds for the purchase of LITMAS, the literacy program management software. LITMAS is a community-based information management system for literacy organizations. It enables literacy groups to keep records, compile and summarize information, and generate reports on learners, instructors and volunteers, and community resources.

This will enable South Carolina to establish a uniform system for collecting and maintaining records on volunteers, learners, and community resources. It will assist you and your organization, as well as the State, in meeting the increasing demands for information and accountability for literacy programs. It also supports the goal of the South Carolina Literacy Association (Establishing a student tracer system to measure program effectiveness and post-literacy student demographics.) and contributes to the Gold Committee's concern for accountability of literacy programs.

Using LITMAS greatly simplifies the establishment and maintaining of records necessary for the management of the successful literacy program. With IBM-compatible hardware, LITMAS can store 300-500 records in the LEARNER and INSTRUCT files. The maximum for the RESOURCE file is 500-800 records.

The LEARNER file is designed to store information on students in your project. The INSTRUCT file is designed to store information on tutors and can also store information on volunteers who have duties in other areas than in instruction such as clerical or administrative and the RESOURCE file is designed for information on organizations, facilities, and individuals that you consider as resources for your project. Student progress records can also be established and maintained.

The South Carolina State Library will be placing approximately 20 computer software packages in local literacy programs and a master program at the South Carolina Literacy Association. The software necessary for implementation of this program will be provided at no cost to your organization. In agreeing to accept the software, you will be committing your organization to participate in training in the use of the software and to providing statistical information to the South Carolina Literacy Association and the South Carolina Department of Education, Office of Adult Education.

If you are interested in participating in this opportunity please complete the attached form and return it to the South Carolina State Library by Friday, October 30, 1987.

The South Carolina State Library

1500 Senate Street

P.O. Box 11469

Columbia, South Carolina 29211

PHONE 734-8666

BETTY E. CALLAHAM
DIRECTOR

NAME OF THE ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

_____

TELEPHONE NUMBER: _____

I am interested in participating in the demonstration of the LITMAS project.

I understand that the hardware required is:

IBM, Tandy 1000, or other IBM-compatible computers with a minimum of 256K of RAM and two disk drives
An 80-column video monitor with a monitor adaptor card
A printer (dot matrix preferred) with a printer adaptor card
A minimum of 6 floppy diskettes (double-sided are preferred)
A copy of DOS (Disk Operating System) diskette that was purchased with your computer.

My organization:
presently owns the necessary hardware: Yes_____ No _____
plans to acquire the necessary hardware: Yes_____ No _____
has access to the necessary hardware: Yes_____ No _____
does not have access to the hardware but is interested in participating if at all possible: Yes_____ No _____

The State Library will provide the following software:

LITMAS (4 data diskettes and a user's handbook) (LITMAS may not be copied
For IBM-PC hardware - PFS:File and PFS:Report

Return to:

Libby P. Law, Field Service Librarian
South Carolina State Library
Post Office Box 11469
Columbia, South Carolina 29211

DEADLINE: OCTOBER 30, 1987